UPSTATE WORKFORCE INVESTMENT BOARD
FUNDING OVERSIGHT COMMITTEE MEETING
June 25, 2015 at 8:30 a.m.
Upstate WIB Conference Room

Members Present:	Members Absent:	Staff Present:
Mr. Jim Cook, Chair	Ms. Lisa Morris	Ms. Ann Angermeier
Mr. Bill Brasington	Lieutenant Mark Rockwell	Mr. Brent Bishop
Ms. Liberty Canzater	Ms. Martha Young	Ms. Brenda Connelly
Ms. Betty Guzzo		Ms. Dana Wood
Ms. Jennie Thomas		

Mr. Jim Cook called the meeting to order at 8:35 a.m.

Review of Year-to-Date Budgets through May 31, 2015

WIB Office: Mr. Brent Bishop noted that June expenses were not reflected in the report. The WIB office is on track and there were no additional questions or concerns.

Arbor SC Works: The SC Works budget is on track and there appeared to be nothing out of the ordinary. All money not spent will carry over to PY15. There were no additional questions or concerns.

Arbor Rapid Response Grants: The report included Rapid Response, OJT Developer and IWT (Incumbent Worker Training). It was noted that several grants would not end until 2016. There were no additional questions or concerns.

ACHIEVE: Ms. Dana Wood reported the ACHIEVE budget is on track and all money not spent will carry over to PY 15. There were no additional questions or concerns.

YouthStop: Ms. Wood reported that expenditures were on track and there appeared to be nothing out of the ordinary. She further clarified that most of the Work Experience expenditures are utilized in May and June. There were no additional questions.

PY 15 WIB Office Budget: The WIB office budget was discussed at length, including the layoff of staff, cost of living increase, and cuts to programs. Concerns were raised about the loss of three positions. It was determined that Ms. Ann Angermeier would review both the PY14 and PY15 budgets and do a side by side comparison to determine the estimated cost for the end of June. She will email the findings to the Funding Oversight Committee and a poll vote to the Executive Committee will occur on Monday, June 29, 2015 on the proposed PY15 budget.

PY 15 Arbor Budget: The Committee reviewed the proposed budget for the PY 15 Arbor Budget. **A motion was made by Jennie Thomas to accept the budget as presented. Bill Brasington seconded the motion. There were no abstentions and the motion carried.**

PY 15 Youth Budget: Ms. Wood presented the budget information to the committee for the PY15 ACHIEVE and Youthstop programs. She reminded the committee that the WIB Board granted approval for staff flexibility to work through the RFP process on the Youth Budget. A question was raised on transportation of students in all three counties, since staff stated that some students in Spartanburg may not be transported due to costs. A follow-up with ACHIEVE will be made to obtain clarification with an email to the committee.

With no further business, the meeting was adjourned at 9:00 a.m.

Funding Oversight Committee Meeting
Date: June 25, 2015
Time: 8:30 a.m.
Location: Upstate WIB Conference Room

AGENDA

- Call to Order
- Review of Program Year-to-Date – Budget vs. Actual
- Approval of PY 15 WIB Budget
- Approval of PY 15 Arbor Budget
- Review of PY 15 Youth Budget
- Other Business
- Adjourn

PY14

WIB Office

	thru May 31, 2015	Regular Formula Funds	Incentive Grant 13INC	Incentive Grant 14INC	Total Budget	Variance	% of Budget
						Current %	92%
Expense							
Salaries/Fringe/Indirect	$ 310,172.89	$ 498,325.00			$ 498,325.00	$ 188,152.11	62.24%
Temp Help	$ 66,980.44	$ 87,699.00			$ 87,699.00	$ 20,718.56	76.38%
Dues-Professional	$ 3,586.52	$ 3,600.00	$ -		$ 3,600.00	$ 13.48	99.63%
Mileage	$ 3,746.19	$ 4,000.00			$ 4,000.00	$ 253.81	93.65%
Professional Development	$ 12,801.16	$ 14,000.00	$ -	$ 1,911.00	$ 15,911.00	$ 3,109.84	80.45%
Office Supplies & Expense	$ 7,752.37	$ 9,000.00			$ 9,000.00	$ 1,247.63	86.14%
Copier Expense	$ 3,680.45	$ 4,000.00			$ 4,000.00	$ 319.55	92.01%
Advertising/Promotional/Outreach	$ 9,057.89	$ 47,700.70			$ 47,700.70	$ 38,642.81	18.99%
Printing	$ 599.64	$ 900.00			$ 900.00	$ 300.36	66.63%
Postage	$ 389.04	$ 800.00			$ 800.00	$ 410.96	48.63%
Rent-Spartanburg **	$ 42,643.31	$ 50,035.00			$ 50,035.00	$ 7,391.69	85.23%
Consulting Services	$ 2,002.74	$ 3,650.00			$ 3,650.00	$ 1,647.26	54.87%
Vehicle Manpower/Overhead	$ 941.60	$ 1,700.00			$ 1,700.00	$ 758.40	55.39%
Vehicle Parts	$ 305.23	$ 1,000.00			$ 1,000.00	$ 694.77	30.52%
Vehicle - Fuel, Oil, Lub	$ 1,219.33	$ 3,000.00			$ 3,000.00	$ 1,780.67	40.64%
Telephone/Fax	$ 9,945.97	$ 14,400.00			$ 14,400.00	$ 4,454.03	69.07%
Miscellaneous Expense	$ 2,616.29	$ 4,400.00			$ 4,400.00	$ 1,783.71	59.46%
Special Projects *	$ 10,550.52	$ 19,400.00	$ -		$ 19,400.00	$ 8,849.48	54.38%
Computers/Software	$ 2,619.39	$ 3,500.00			$ 3,500.00	$ 880.61	74.84%
Miscellaneous Equipment	$ 23.25	$ 1,000.00			$ 1,000.00	$ 976.75	2.33%
TOTAL UWIB OFFICE	**$ 491,634.22**	**$ 772,109.70**	**$ -**	**$ 1,911.00**	**$ 774,020.70**	**$ 282,386.48**	**63.52%**
Rent-Spartanburg (Evans Building)	$ 33,358.62	$ 39,300.00			$ 39,300.00	$ 5,941.38	84.88%
Rent-Union SC Works	$ 2,250.00	$ 2,250.00			$ 2,250.00	$ -	100.00%
TOTAL RENT FOR SC WORKS	**$ 35,608.62**	**$ 41,550.00**			**$ 41,550.00**	**$ 5,941.38**	**85.70%**
	$ 527,242.84	**$ 813,659.70**	**$ -**	**$ 1,911.00**	**$ 815,570.70**	**$ 288,327.86**	**64.6%**

PY14

Arbor: SC Works Upstate

		TOTAL	Current %	92%
Expense	thru May 31, 2015 Expenditures	Budget (Mod 4)	Variance	% of Budget
Salaries	$ 442,550.93	$ 572,503.08	$ 129,952.15	77.3%
Fringes	$ 80,720.82	$ 114,710.14	$ 33,989.32	70.37%
Temp Help	$ -	$ -	$ -	
Dues/Professional	$ 786.42	$ 900.00	$ 113.58	87.38%
Mileage	$ 11,976.35	$ 16,704.48	$ 4,728.13	71.7%
Professional Development	$ 394.43	$ 3,000.00	$ 2,605.57	13.15%
Travel Out-of-Town	$ 1,695.31	$ 2,700.00	$ 1,004.69	62.79%
Training	$ 305,983.78	$ 446,500.00	$ 140,516.22	68.53%
Office Supplies	$ 9,238.25	$ 12,000.00	$ 2,761.75	76.99%
Outreach	$ 12,220.60	$ 14,000.00	$ 1,779.40	87.29%
Printing Supplies/Copier	$ 921.28	$ 2,500.00	$ 1,578.72	36.85%
Postage	$ 1,020.25	$ 1,400.00	$ 379.75	72.88%
Rent/Facilities Cost	$ 96,200.00	$ 136,650.00	$ 40,450.00	70.4%
Equipment Rental	$ 4,303.60	$ 5,300.00	$ 996.40	81.2%
Contracting/Consulting Svcs	$ 4,665.65	$ 7,495.84	$ 2,830.19	62.24%
Telephone & Data	$ 11,847.48	$ 40,000.00	$ 28,152.52	29.62%
Electric/Utilities	$ 8,753.44	$ 21,582.00	$ 12,828.56	40.56%
Bldg/Equipment M&R-Insurance-Janitorial	$ 11,594.26	$ 17,474.36	$ 5,880.10	66.35%
Supportive Services	$ 20,330.00	$ 31,500.00	$ 11,170.00	64.54%
Computers & Software	$ 4,184.77	$ 12,000.00	$ 7,815.23	34.87%
Indirect	$ 73,682.15	$ 102,800.41	$ 29,118.26	71.67%
Management Fee (Profit)	$ 73,053.59	$ 90,505.23	$ 17,451.64	80.72%
Total Expense	$ 1,176,123.36	$ 1,652,225.54	$ 476,102.18	71.18%
Non-WIA RSA Reimbursements	-	$ -	$ -	0.00%
Total WIA Expense	1,176,123.36	$ 1,652,225.54	$ 476,102.18	71.18%

PY14

Arbor: Rapid Response Grants

Grant	TOTAL thru May 31, 2015 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 CLOSED	$ 63,060.00	$ 63,390.00	$ 330.00	99.48%
Rapid Response IWT #13-02 CLOSED	$ 11,625.00	$ 16,000.00	$ 4,375.00	72.66%
State Reserve Technology #14TEC03 (CLOSI	$ 12,974.85	$13,900		93.34%
Rapid Response IWT #14RR04 (1/31/16)	$ -	$ 45,850.00		0.0%
Rapid Response IWT #14RR16 (1/31/16)	$ -	$ 60,950.00		0.0%
Rapid Response IWT #14RR01 (8/31/15)	$ 9,650.00	$ 56,085.00	$ 46,435.00	17.21%
Rapid Response IWT #14RR18 (3/1/16)	$ -	$ 42,950.00		0.0%
Rapid Response IWT #14RR17 (3/28/16)	$ -	$ 78,445.00		0.0%
Rapid Response IWT #14RR03 (6/30/15)	$ -	$ 69,100.00	$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	$ 45,796.03	$ 77,181.30	$ 31,385.27	59.34%
14M903IWT01-UWIB (6/30/15)	$ 25,878.42	$ 83,050.00	$ 57,171.58	31.16%
14RRIWT07 (9/14/15)	$ 42,600.00	$ 65,320.00	$ 22,720.00	65.22%
Total Expense	$ 211,584.30	$ 672,221.30	$ 460,637.00	31.48%

PY14

USC Upstate ACHIEVE

			Current %	92%
		TOTAL		
	thru May 31, 2015 Expenditures	Budget	Variance	% of Budget
Expense				
Salaries and Fringe Benefits	$ 219,548.04	$ 270,385.16	$ 50,837.12	81.2%
Indirect Cost	$ 18,995.15	$ 22,548.62	$ 3,553.47	84.24%
Operating Expenses	$ 11,856.03	$ 36,124.80	$ 24,268.77	32.82%
Instructional Training	$ 12,514.74	$ 19,006.42	$ 6,491.68	65.84%
Work Readiness/Work Experience	$ 4,799.84	$ 8,986.63	$ 4,186.79	53.41%
Supportive Services: Transportation	$ 10,955.81	$ 17,111.30	$ 6,155.49	64.03%
Supportive Services: Child Care	$ -	$ 3,000.00	$ 3,000.00	0.0%
Supportive Services: Other*	$ 6,750.92	$ 12,900.00	$ 6,149.08	52.33%
Total Expense	$ 285,420.53	$ 390,062.93	$ 104,642.40	73.17%

**Supportive Services: Other includes Medical Assistance, Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work Experience Attire/Laptops)*

PY14

The YouthStop

			Current %	92%
		TOTAL		
	thru May 31, 2015 Expenditures	Budget	Variance	% of Budget
Expense				
Salaries & Fringe Benefits	$ 241,233.89	$ 300,581.37	$ 59,347.48	80.26%
Operating Expenses	$ 63,745.83	$ 83,173.88	$ 19,428.05	76.64%
Instructional Training	$ 12,652.95	$ 41,366.30	$ 28,713.35	30.59%
Work Readiness/Work Experience Stipends	$ 247.26	$ 20,000.00	$ 19,752.74	1.24%
Supportive Svcs: Transportation	$ 128.00	$ 5,500.00	$ 5,372.00	2.33%
Supportive Svcs: Other*	$ 27,256.61	$ 32,236.10	$ 4,979.49	84.55%
Total Expense	$ 345,264.54	$ 482,857.65	$ 137,593.11	71.5%

**Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch, uniforms, etc.); snacks*

BUDGET WIB OFFICE
15M103Q1-UWIB Original

ACCOUNT	ACCOUNT #	Charge to Adult Admin	Charge to Adult Program	Charge to Dislocated Worker Admin	Charge to Dislocated Worker Program	Charge to Youth Program	Charge to Youth Admin
Salaries/Fringe/Indirect	$ 278,016	$35,901	$99,504	$32,004	$65,243	$4,185	$41,179
Temporary Help	$ 137,463	$24,706	$33,776	$15,307	$38,563	$1,429	$23,682
Dues-Professional	$ 4,000	$615	$870	$615	$870	$414	$616
Mileage	$ 4,000	$615	$870	$615	$870	$414	$616
Professional Development	$ 13,333	$842	$5,058	$842	$5,057	$692	$842
Office Supplies & Expense	$ 8,000	$1,230	$1,739	$1,230	$1,739	$831	$1,231
Copier Expense	$ 4,000	$615	$870	$615	$870	$414	$616
Advertising/Promotional	$ 38,000	$0	$23,251	$0	$13,528	$1,221	$0
Printing	$ 1,200	$185	$261	$185	$261	$123	$185
Postage	$ 800	$123	$174	$123	$174	$83	$123
Rent - Spartanburg (WIB)	$ 44,000	$8,746	$9,547	$7,228	$9,815	$1,461	$7,203
Consulting Services	$ 35,000	$1,000	$13,420	$1,000	$13,418	$5,162	$1,000
Vehicle Manpower/Overhead	$ 1,000	$154	$217	$154	$217	$104	$154
Vehicle Parts	$ 700	$108	$152	$108	$152	$73	$107
Vehicle - Fuel, Oil, Lub	$ 4,000	$615	$870	$615	$870	$414	$616
Telephone/Fax	$ 10,000	$1,538	$2,174	$1,538	$2,174	$1,037	$1,539
Miscellaneous Expense	$ 3,800	$200	$826	$200	$1,979	$395	$200
Special Projects	$ 12,333	$1,233	$2,681	$1,233	$4,674	$1,279	$1,233
Computers/Software	$ 2,000	$308	$435	$308	$435	$206	$308
Miscellaneous Equipment	$ 600	$92	$130	$92	$130	$63	$93
Totals WIB Office	**$ 602,245**	**$78,826**	**$196,825**	**$64,012**	**$161,039**	**$20,000**	**$81,543**

Adult Admin

Adult Program

DW Admin

DW Program

Youth Admin

Youth Program

UPSTATE WORKFORCE INVESTMENT AREA

Service Provider Arbor E&T, LLC d/b/a ResCare Workforce Services	**Contract #:**	15M903Q1-UWIB
	Modification #:	Original
Project/Activity	**Funding Source:**	WIOA
ONESTOP OPERATOR	Contract Value	993,435.23

		TOTAL BUDGET
Salaries	$	398,135.02
Fringes	$	83,368.36
Temp Labor	$	-
Dues, Prof fees, Subscriptions	$	100.00
Mileage	$	5,000.00
Professional Development	$	100.00
Travel - Out of Town	$	100.00
Training	$	213,000.00
Office Supplies	$	6,200.00
Outreach	$	-
Printing Supplies	$	1,200.00
Postage	$	500.00
Rent	$	134,180.00
Equipment Rental	$	2,800.00
Contract/ Consulting Services	$	3,000.00
Telephone	$	11,300.00
Utilities	$	3,000.00
Misc & Facilities Costs	$	3,000.00
Supportive Services	$	8,000.00
Computers & Software	$	2,000.00
Relocation	$	1,000.00
Indirect	$	62,812.91
Management Fee	$	54,638.94
TOTAL GRANT COST	**$**	**993,435.23**
Non-WIOA Resource Sharing Reimbursements (Refer to RSA) - Estimated	$	-
TOTAL WIOA GRANT COST	**$**	**993,435.23**

*Arbor may use Salaries, Fringe and Temporary Help categories interchangeably provided the total expenses do not exceed approved amount and is in compliance with the approved staffing plan

UPSTATE WORKFORCE INVESTMENT AREA
PROPOSED OUT-OF-SCHOOL YOUTH BUDGET SUMMARY
2015-2016

Project Name USC UPSTATE ACHIEVE PROGRAM

	TOTAL BUDGET
Staff Salaries & Fringe Benefits	$ 208,245.12
Indirect Costs	$ 16,931.61
Operating Expenses	$ 24,985.60
Instructional Training	$ 13,637.66
Vocational Exploration (Work Experience, etc)	$ 11,072.33
Staff Salary/Fringe	$ 40,393.02
Indirect Costs	$ 3,231.44
Participant Wages & Fringes	
Supportive Services	$ 22,700.00
TOTAL GRANT COST	**$ 341,196.78**

UPSTATE WORKFORCE INVESTMENT AREA
PROPOSED CUMMLATIVE BUDGET SUMMARY

Project Name The YouthStop™ - Spartanburg County School District Six

	TOTAL BUDGET
Out-Of-School Youth	$ 347,193.49
In-School Youth	$ 86,798.37
TOTAL GRANT COST	$ 433,991.87

UPSTATE WORKFORCE INVESTMENT AREA
PROPOSED OUT-OF-SCHOOL YOUTH BUDGET SUMMARY

Project Name The YouthStop™ - Spartanburg County School District Six

	TOTAL BUDGET
Staff Salaries & Fringe Benefits	$ 215,909.01
Indirect Costs	$ -
Operating Expenses	$ 61,045.79
Academic and Occupational Training	$ 11,480.00
Vocational Exploration (Work Experience, etc)	$ 8,000.00
Career Development Specialist Wages & Fringes	$ 42,182.30
Supportive Services for Academic and Occupational Services	$ 8,576.40
TOTAL GRANT COST	**$ 347,193.49**

UPSTATE WORKFORCE INVESTMENT AREA
PROPOSED IN-SCHOOL YOUTH GRANT BUDGET SUMMARY

Project Name The YouthStop™ - Spartanburg County School District Six

	TOTAL BUDGET
Staff Salaries & Fringe Benefits	$ 53,977.25
Indirect Costs	$ -
Operating Expenses	$ 15,261.45
Academic and Occupational Training	$ 2,870.00
Vocational Exploration (Work Experience, etc)	$ 2,000.00
Career Development Specialist Wages and Fringes	$ 10,545.58
Supportive Services for Academic and Occupational Serv	$ 2,144.10
TOTAL GRANT COST	**$ 86,798.37**